

OFFICE USE ONLY			
Dep \$ _____	Other \$ _____		
RESV DATE _____	ENT DATE _____		
GW	OC	RP	CP

**CITY OF BRENTWOOD
PARKS AND RECREATION DEPARTMENT**

P.O. Box 788
Brentwood, TN 37024-0788
(615) 371-0080

You must first call our office to make your reservation request. Once confirmed in the office book, mail this form along with your refundable deposit and any other applicable fees. Deposits and fee's MUST be paid with a check and that check MUST reflect your Brentwood address, unless other arrangements have been made and approved via this office. All address's must be within Brentwood City limits and are subject to verification via tax record, per the discretion of this office in order to avoid Non-resident fees. Businesses, Churches, schools and other misc. clubs, please see Note #3 below.

NO CASH WILL BE ACCEPTED!
RESERVATION REQUEST FORM
(Please complete **all** blanks)

Facility(s) Requested- Please Check

GRANNY WHITE PARK (Max 200 People) _____

RIVER PARK (Max 100 People) _____

OWL CREEK PARK (Max 100 People) _____

CROCKETT PARK (Max 100 People) _____

Date Needed: _____

Do you need any of the following during your event? - There is NO charge .

Start Time: _____

Grill ☐

(Pick up key for
Granny White same

Lights ☐

Water ☐

Electrical Outlets ☐

Special Permit ☐

(Required for additional grills, use of
inflatables, special music, etc.)

Stop Time: _____

week as your event)

Please Specify what type of permit you require:

Don't forget to specify your date and start/stop times!

Group/Company Name: _____
(IF Applicable)

Contact Name: _____ **Email:** _____

BEST Contact Phone: (Home) _____ (Work) _____ (Cell) _____

Type of Function: _____ **Number of people expected:** _____
(Birthday, Picnic, Church, School, Company Picnic, Etc.) (Keep limitations (see max #'s) in mind when choosing pavilion)

Refund Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

NOTE:

- We allow 3 business days for the deposit & any applicable fees to arrive at our office in order to keep your reservation. After that, if we still have not received the deposit and/or fees, we are authorized to release the date.
- If you are a Brentwood City resident or your business is located within the City limits and your address can be verified that you do in fact live/work within the city limits, there is no additional fee outside of the refundable deposit. (Please keep in mind, that just because you have a Brentwood mailing address, this does not automatically make you a resident. Some addresses fall inside of Davidson County)
- All businesses, churches, schools and clubs must have their reservation made by an authorized person and the deposit and/or fee must be paid by a Company business check. NO individual citizen may make a reservation on behalf of these types of groups.
- If you are a NON Brentwood City resident, the fee for Owl Creek, Crockett and River Park is \$50.00 for 0-4 hours of use and \$100.00 for 4-8 hours of use. Granny White Park is \$75.00 for 0-4 hours of use and \$150.00 for 4-8 hours of use.
- All checks need to be made payable to: City of Brentwood. A separate check is required for the refundable deposit and for additional applicable fees.
- Your refundable deposit is kept in our office until the end of your event and is mailed back to you the following week as long as the pavilion and the surrounding area is left in the same condition as you found it.

Signature: _____

By signing, you have agreed to be responsible for the condition of the pavilion, both during and after your scheduled event. You have read, understand and agree to abide by the City of Brentwood Parks and Recreations Reservation Disclaimer sheet.

Did you remember to include your:

Refundable
Deposit ☐

Applicable
Fee ☐

Signed Disclaimer
Sheet ☐

DISCLAIMERS

1. All reservations are on a first come / first serve basis. All requests must be made by phone and placed in the reservation book to be held for three (3) business days, awaiting deposit and/or any applicable fees before being considered an official reservation. If after the third (3rd) business day, our office still has not received the required deposit and/or applicable fees, we are authorized to release the requested date and you will be required to go thru the same process again. A reservation is considered "official" once our office has received all deposits and/or fees, paperwork has been mailed to applicant and said reservation is then placed online at www.brentwood-tn.org under the appropriate pavilion calendar. A "Reserved" sign will be posted on the day of your event, at the requested time, informing others that the pavilion will not be available.
2. A \$50.00 deposit is due for each facility and date being requested and may be immediately deposited. Refund checks will be cut or mailed back by the city once the pavilion has been inspected. The applicant will be assessed charges against the deposit for failure to comply with the requirements. The city may also bill the applicant for all costs greater than the deposit.
3. The applicant must notify the Parks and Recreation Department 24 hours in advance if they cancel the use of the facility. Your deposit will be forfeited for failure to provide the required notice.
4. The applicant is responsible for any and all persons, activities, and / or happenings at the location during the period of their reservation and must abide by all rules and regulations of Brentwood Parks and Recreation regarding the use of park lands.
5. The applicant agrees that the material condition of this reservation is that the user will not directly, or indirectly, deny participation or admittance to any activity, or any person or persons, on the basis of race, religion, color, sex, physical or mental disability, ancestry, national origin, or age.
6. The applicant and all parties associated with the user's activities agree to indemnify, defend, and save harmless the City, its officers, employees, and representatives from any and all liability arising from the use of properties, facilities, and equipment, in the provisions of activities under this reservation.
7. The applicant shall control and remove litter from the facilities, game fields, spectator areas, parking lots, and other properties used in connection with this reservation.
8. The applicant must postpone or cancel any event or activity that will physically damage surfaces or facilities as determined by the Director of Parks and Recreation.
9. The applicant will be held directly responsible for any unauthorized use of facilities by their program participants. The user shall reimburse the City for any expense or damages caused by the activities of the user over and beyond normal wear to the facilities and surfaces.
10. Upon request, the applicant must produce their reservation paperwork and any accompanying special permits to any parks employee. Your paperwork must accompany you at all times during your reservation period.
11. The user agrees to the terms and conditions of the reservation guidelines and acknowledges that violation of said terms could result in the revocation of use at the discretion of the City.
12. A special permit is required for use of any additional grills (portable propane only), carnival type games (such as space walk, ball pit, etc.), amplified music, signs or posters, entertainment-type events, and/or any special event. Any fundraiser type events must be presented before the Park Board for approval, with limited availability.
13. No sidewalk chalk or paints of any kind allowed in any park pavilions, parking lots or any other part of park property.
14. Note that the grill at Granny White Park is in a locked box and you must pick up a key for the grill the week of your event. Free standing charcoal grills are located on either end of the pavilion(s) at River Park, Crockett and Owl Creek Park. You are responsible for making sure all embers are out before leaving the pavilion at the end of your event. You are not required to remove the embers.
15. We will only accept a personal or business check with your home or company address clearly printed on the check or a money order/cashier's check with proof of residency accompanying it. **NO CASH will be accepted under any circumstances!**

Signature: _____